

The University of Texas at San Antonio

Job Description

Job Title: Training Specialist I
Code: 18111
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To organize and instruct classes in vocational, professional, scientific, and special training programs.
- Scope: Responsible for planning and organizing programs.

Duties

- Typical:
 1. Develops, coordinates and conducts special training courses.
 2. Assists department representatives in determining training needs.
 3. Organizes groups of employees into classes.
 4. Supervises the arrangements for locations and materials to be used by the classes.
 5. Advises on training methods and procedures.
 6. Corresponds with individuals and organizations regarding courses and instructional materials.
 7. Maintains attendance, enrollment, and related records.
 8. Performs other duties as assigned.
- Periodic:
 1. Surveys the training needs of the institution.
 2. Assists in budget preparation.
 3. Attends classes, meetings, and seminars on a variety of subjects.

Education

Required	Preferred
Bachelor's degree with significant coursework in business administration, education, personnel administration, or other related fields.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of experience in business or industrial education.	Two or more years of the required experience, including one year of supervisory responsibility.

Equipment

Required	Preferred
Personal computer, standard office equipment, and audio-visual equipment.	N/A

Working Conditions

Usual	Special
Usual office and classroom conditions.	May require occasional evening work.

Supervision

Received	Given
General supervision with latitude for independent planning.	Direct or indirect supervision of clerical and subordinate staff.

Accuracy

Accuracy in all phases of work performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
